

## HEADTEACHER'S PA & ADMINISTRATIVE TEAM LEADER- PERSON SPECIFICATION

**SALARY: Grade E1/E2 TTO Plus 2 Weeks - Actual Salary £39,485 - £44,451**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Significant administrative experience in a busy environment</li> <li>• Experience of providing high-level administrative support to senior leaders</li> <li>• Experience of leading and managing administrative staff</li> <li>• Experience of organising meetings, events and taking accurate minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working within a school or educational setting</li> <li>• Experience of Acting as a personal Assistant to a senior person</li> <li>• Knowledge of Keeping Children Safe in Education (KCSIE)</li> </ul>
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent organisational and time management skills.</li> <li>• Ability to prioritise a varied workload and meet deadlines.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Ability to work independently and use initiative.</li> <li>• Strong leadership and team management skills.</li> <li>• Ability to manage change and implement improvements.</li> <li>• Excellent ICT skills, including Microsoft Office applications.</li> <li>• Ability to maintain accuracy and attention to detail.</li> <li>• Ability to produce reports and analyse information.</li> <li>• Ability to build effective relationships with staff, parents, governors and external agencies.</li> <li>• Ability to manage confidential and sensitive information with discretion.</li> <li>• Ability to remain calm and professional under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Bromcom or other School MIS system</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• GCSE English and Mathematics (Grade C/4 or above) or equivalent</li> <li>• Evidence of continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 or above qualification in Business Administration, Management or related field</li> </ul>

		<ul style="list-style-type: none"> <li>• Safer recruitment training</li> <li>• First Aid at Work qualification</li> <li>• HR related training</li> </ul>
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• Professional, approachable and trustworthy.</li> <li>• High levels of integrity and discretion.</li> <li>• Positive and solution-focused approach.</li> <li>• Commitment to safeguarding and promoting the welfare of children.</li> <li>• Resilient and adaptable.</li> <li>• Able to motivate and support colleagues.</li> <li>• Strong customer-service ethos.</li> <li>• Commitment to the school's values and vision.</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> </ul>	

Bartley Green School is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers must share its commitment. Rehabilitation of offenders: This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide. The successful applicant will require an enhanced disclosure from the Disclosure and Barring Service. An online search will also be carried out as part of due diligence on all short-listed candidates.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

Bartley Green School positively welcomes applications from everyone and values diversity in our workforce